

BY-LAWS OF THE  
**NORTHERN VALLEY YOUTH SOCCER LEAGUE**  
IN THE LEHIGH VALLEY  
OF PENNSYLVANIA

LATEST REVISION DATE: April 9, 2015  
(Original AUGUST 8, 1993)

APPROVED BY:

\_\_\_\_\_  
Name /Organization

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TABLE OF CONTENTS**

- ARTICLE I. NAME
- ARTICLE II. OBJECTIVES
- ARTICLE III. AFFILIATION
- ARTICLE IV. LEAGUE MEMBERSHIP
  - A. ELIGIBILITY
  - B. ADMINISTRATIVE
  - C. BOND
  - D. TERMS
- ARTICLE V. BOARD OF COMMISSIONERS
  - A. MEMBERSHIP
  - B. SELECTION
  - C. TERM OF OFFICE
  - D. REMOVAL FROM OFFICE
  - E. REPLACEMENT OF REMOVED COMMISSIONERS
  - F. VOTING AT MEETINGS
  - G. MEETING FORMAT
- ARTICLE VI. OFFICERS
  - A. MEMBERSHIP OF OFFICERS
  - B. DUTIES OF OFFICERS
  - C. SELECTION OF OFFICERS
- ARTICLE VII. APPEALS
  - A. RIGHT OF APPEAL
  - B. APPEAL PROCEDURE
  - C. DISPOSITION OF APPEAL
- ARTICLE VIII. OBLIGATIONS OF THE LEAGUE
  - A. FACILITIES
  - B. REGISTRATION
  - C. SCHEDULES
  - D. CANCELLATIONS
  - E. REFEREES
- ARTICLE IX. AGE GROUPS
- ARTICLE X. CLUBS' RESPONSIBILITIES
  - A. MEETING ATTENDANCE

- B. TEAM COUNTS/FIELD INFORMATION
- C. REGISTRATION PAPERWORK
- D. CLUB CONTACT
- E. EPYSA FINES OR FEES

- ARTICLE XI. ADOPTION OF BY-LAWS
  - A. METHOD OF ADOPTING
  - B. EFFECTIVE DATE
  - C. FILING OF BY-LAWS
  - D. COPIES

- ARTICLE XII. AMENDMENTS OF BY-LAWS
  - A. METHOD OF ADOPTING
  - B. EFFECTIVE DATE
  - C. FILING OF AMENDMENTS

- ARTICLE XIII. DISSOLUTION
  - A. DISBURSEMENT OF ASSETS

## **ARTICLE I: NAME**

This league shall bear the name Northern Valley Youth Soccer League.

## **ARTICLE II: OBJECTIVES**

The objectives of this league are to provide a forum for competition between instruction level clubs from member soccer organizations, and to promote, foster and perpetuate the game of soccer on the youth level in accordance with the highest standards of good sportsmanship and fair play. Further more, this league shall not conduct business or be operated for profit in accordance with Internal Revenue Code Section 501(c)(7).

## **ARTICLE III: AFFILIATION**

The Northern Valley Youth Soccer League is an active member of the Eastern Pennsylvania Youth Soccer Association (EPYSA) and its parent organizations.

## **ARTICLE IV: LEAGUE MEMBERSHIP**

### **A. ELIGIBILITY**

League membership shall be limited to active EPYSA affiliated soccer instructional clubs meeting the age groupings specified herein. The number of member organizations and teams will be limited by field availability, number of referees or other extenuating factors as determined by the Board of Commissioners.

### **B. ADMINISTRATIVE**

There will be a seasonal membership fee for each team to be set by the Board of Commissioners and shall be determined based on the number of member teams, referees, expenses, and other costs. The current membership fee is \$50 per team per season as well as a \$10 per player fee for the seasonal year.

### **C. BOND**

Each club shall maintain a \$250 bond at the beginning of each season. This bond will primarily cover unpaid referee fees (see Article XVI, Section F) and secondarily cover fines imposed for failure to attend monthly meetings (see Article XV, Section A). The league will notify each club of any charges against this bond. Organizations must immediately restore their bond to its \$250 level at the beginning of each

season the club has teams 'in-play' or prior to the beginning of the next season if the bond is reduced during a season the club does not have teams 'in-play'. Failure to comply with the requirement to replenish the league bond could result in the suspension of a club's playing privileges.

#### D. TERMS

The NVYSL defines a seasonal year as a twelve month period beginning August 1 and ending July 31. The seasonal year will further divided into two primary playing seasons: Fall and Spring. The season that begins on July 31 and runs through December 31 will be designated as the Fall season. The season that begins on January 1 and Run through June 30 shall be designated the Spring season. Term of membership seasons shall be from July 1 to December 31 and be designated as the Fall season and January 1 to June 30 and be designated as the Spring season.

### **ARTICLE V: BOARD OF COMMISSIONERS**

#### A. MEMBERSHIP

The Board of Commissioners shall be comprised of individuals from each member soccer organization in the fall league. The number of commissioners shall be determined by the following table:

| NUMBER OF LEAGUE PLAYERS PER ORGANIZATION | MAXIMUM NUMBER OF COMMISSIONERS |
|---|---------------------------------|
| 0 - 200                                   | 1                               |
| 201 +                                     | 2                               |

#### B. SELECTION

Commissioners shall be selected by their parent organizations. Terms of office for each commissioner shall be at the discretion of his/her soccer organization except that a commissioner must serve at least one year starting on December 1.

#### C. TERM OF OFFICE

The terms of office will be consistent with the Terms established in Article IV, Section D of the NVYSL Bylaws.

#### D. REMOVAL FROM OFFICE

Removal of a commissioner from office may occur by one of the following methods:

1. By a 3/4 majority of a secret ballot of all commissioners present and voting.
2. At the request of the commissioner in question.
3. At the request of the commissioner-in-question's soccer organization.

#### E. REPLACEMENT OF REMOVED COMMISSIONERS

Replacements for removed commissioners must come from their respective soccer organizations. If the replacement occurs during a season, then the commissioner-elect must be approved by a majority vote of the remaining commissioners. If replacement occurs after the year that the removal occurred, then no vote is necessary and the new commissioner shall merely take office.

#### F. VOTING AT MEETINGS

Commissioners must be present at a meeting to vote at that meeting. Proxy votes will not be accepted.

#### G. MEETING FORMAT

Meetings shall be conducted by the chairman or his/her designate in accordance with Robert's Rules of Order.

### **ARTICLE VI: OFFICERS**

#### A. MEMBERSHIP OF OFFICERS

The Board of Commissioners shall appoint the following officers:

Chairman

Vice Chairman

Secretary

Treasurer

Director(s) of Referees

Director of Membership

Director(s) of Schedules

Director of Fields

Director of Game Review

Information Officer

## B. DUTIES OF OFFICERS

Chairman - Organize and chair meetings and act as a spokesperson for the league as required. Be responsible for determining game cancellations due to inclement weather or other reasons in conjunction with the Director(s) of Referees. The Chairman will also be responsible for attending the annual EPYSA meeting or appointing a designee to attend on his behalf.

Vice Chairman – Oversee the Under-7 and Under-8 leagues. Act for Chairman in the Chairman’s absence.

Secretary - Take meeting minutes and receive and send correspondence on behalf of the organization.

Treasurer - Shall receive all monies and funds due to the leagues, shall deposit all monies, except petty cash, in an FDIC member bank, shall keep careful accounts of all monies received, deposited, and spent, shall sign all checks drawn on the bank account, and present a budget and financial status at each meeting.

Director(s) of Referees – Responsible for the selection, training, organization and scheduling of referees and Field Marshals for all U7/U8 games. The Director(s) of Referees shall be compensated on a per game basis to be determined by the board of directors, to be paid at the conclusion of each season.

Director of Membership/Registrar - Collect and process all team memberships including player registration/rostering.

Director(s) of Scheduling - Arrange game schedules for all participating teams in the league and disseminate them to the teams’ parent organizations.

Director of Fields - Arrange for goals, parking, lining of fields, and coordination with the County Parks Department, LCCC, Schadt Avenue Playground Association and other applicable organizations. The director will also be responsible for determining game cancellations due to inclement weather or other reasons in conjunction with the chairman.

Director of Game Review - Oversee all game reviewers. Review all game reports submitted by each team.

Information Officer – Responsible for the establishment, operation and maintenance

of the NVYSL's website.

## C. SELECTION OF OFFICERS

### 1. Election of Officers

Officers shall be nominated in May and elected in June of each year, for a term of one year. Re-election is permissible. Officers may be elected only if they are present at the election meeting or if they have filed written notice in advance with the secretary expressing interest in the positions. All elections shall be by secret ballot or by voice vote if no objections are raised. A simple majority of votes by the commissioners present and voting is necessary for election.

### 2. Appointment of Officers

Officers shall be chosen from the clubs involved in all seasons of play.

## **ARTICLE VII: APPEALS**

### A. RIGHT OF APPEAL

Any ruling by an officer or the commissioners may be appealed.

### B. APPEAL PROCEDURE

Appeals must be in writing addressed to the chairman and must be submitted at least one week before the next regular meeting.

### C. DISPOSITION OF APPEAL

1. All appeals pertaining to league business shall be decided by the board of commissioners by a simple majority vote. Appeals may be presented by a commissioner, his/her soccer organization, or a representative from that organization.
2. A decision shall be reached and all parties shall be notified within seven (7) days of the appeal meeting.

## **ARTICLE VIII: OBLIGATIONS OF THE LEAGUE**

### A. FACILITIES

All member clubs of the league shall be encouraged to provide facilities for the



playing and coaching of instructional soccer games between member teams and to allow "Home" games for each club to be played. Such facilities shall include fields, goals, lines, referees and parking. Any facility provided by the NVYSL will be managed and maintained by the league.

#### B. REGISTRATION

The league shall register all teams who have paid their fees and meet all other requirements of the league and these by-laws. Registration may include verification of age of any player at any time during the season.

#### C. SCHEDULES

The league shall provide dates, times and places for all league games scheduled between member teams.

#### D. CANCELLATIONS

The league chairman, director(s) of referees, or their designates shall notify each member soccer organization of game cancellations due to inclement weather as soon as possible once the determination is made.

#### E. REFEREES

The league shall arrange for and train, as required, all referees for league games.

#### F. RULES

The NVYSL shall establish, and maintain, rules of play that are to be adhered to by all member clubs. This document will be separate from the bylaws, and allowed to be updated on an as needed basis without requiring a vote.

### **ARTICLE IX: AGE GROUPS**

Team age groups may include under-7 through under-19. The Board of Commissioners will determine the age groups based on the requirements for a season. EPYSA age group cut off dates shall apply.

### **ARTICLE X: CLUBS' RESPONSIBILITIES**

#### A. MEETING ATTENDANCE

1. Club attendance at monthly general meetings is important. Attendance at 8

of the 12 monthly meetings are required. The mandatory meetings include February, March, April and May for the Spring season and August, September, October and November for the Fall season. Club related dinners/functions (December, June and July) and administrative sessions (January) are not mandatory to attend.

2. A fine in the amount of \$50 per missed meeting will be imposed on any club that does not have a representative in attendance during any season they have teams in play. These missed meeting fees will be deducted from the respective organization's league fee bond. Club attendance is satisfied with at least one representative present.
3. Substitutes are allowed but will not participate in voting per Article V, Section F. The substitute representative must be designated as such on the clubs RG-1 form submitted prior to the beginning of each season.
4. The league reserves the right to suspend any club's playing privileges if poor attendance (as defined above) is persistent.

#### B. TEAM COUNTS/COACH & FIELD INFORMATION

For each season in which organizations have teams participating, the clubs are required to submit team counts and field information to the Director(s) of Schedules by the established dates as determined by the league. Coach's names, cannot be TBD and must be a unique individual, and must be finalized no later than one week prior to the first game.

Any changes made to this information, after the team entry information deadline date, will result in a fine to the offending club per team change.

1. There will be a \$10 (per involved team) fine imposed if a club withdraws a team from or adds a team to their listing after the submission of their information has been made but prior to the start of the schedule building process.
2. If the scheduling process has already begun, the fine will be \$25 (per involved team).
3. The fine will be \$50 (per involved team) after game schedules have been posted.
4. Any fines levied on a club must be paid to the league no later than the mid-

session point of the season in question. Failure to comply with the requirement to timely pay a league fine could result in the suspension of a club's playing privileges. Fines will not be imposed because of required changes made by the league to a club's team count, or for the in-season high school soccer age brackets.

#### C. REGISTRATION PAPERWORK & PAYMENT OF CLUB FEES

For each season, each club is responsible for providing payment of club fees and the filing of the appropriate registration paperwork as determined by the Director of Membership in view of EPYSA requirements. The Treasurer must receive payment of club fees no later than two weeks after the established registration deadline. If the club fee payment or registration deadline is missed, the offending club will be fined \$50. If a club has not properly filed complete registration paperwork in EPYSA required format by the registration deadline, the club will be considered in non-compliance of the registration paperwork requirement and will be subject to the missed deadline fine. Any fines levied on a club must be paid to the league no later than the mid-session point of the season in question.

#### D. CLUB CONTACT

Each club shall designate one commissioner as the club contact. The club contact will be the primary contact for the club's coaches and will distribute schedules and other league information.

#### E. EXTERNAL FINES OR FEES

Any fines or fees incurred by NVYSL, including those of a legal nature, as a result of one or more clubs' actions will be passed through to the responsible club(s).

#### F. TEF SPECIAL REQUESTS

Any special requests or accommodations must be made in writing at the time of submission. Failure to do so will result in a fine of ??? Should this be in Article X, Section B?

### **ARTICLE XI: ADOPTION OF BY-LAWS**

#### A. METHOD OF ADOPTING

1. The date of the meetings for the readings of these by-laws must be known to all commissioners prior to the meeting.

2. If no commissioner objects, voting shall be conducted by voice vote. Otherwise, voting shall be by secret ballot.
3. An affirmative vote of at least two-thirds (2/3) of the qualified commissioners present and voting is required for the adoption of the by-laws.

#### B. EFFECTIVE DATE

The by-laws will become effective immediately upon their adoption.

#### C. FILING OF BY-LAWS

All commissioners present should sign the official copy of the by-laws.

#### D. COPIES

Each commissioner should have a copy of the by-laws, and should get a revised copy each year.

### **ARTICLE XII: AMENDMENTS OF BY-LAWS**

#### A. METHOD OF ADOPTING

1. All commissioners, prior to the meeting, must know the date of the meeting at which the proposed amendments will be read.
2. All amendments shall be read by the Secretary at two (2) consecutive meetings of the league and must be in writing.
3. An affirmative vote of at least two-thirds (2/3) of the qualified commissioners present and voting at the meeting is required for the adoption of an amendments.
4. If no commissioner objects, voting shall be conducted by voice vote. Otherwise, voting shall be by secret ballot.

#### B. EFFECTIVE DATE

Amendments shall become effective and part of these by-laws immediately upon their adoption.

#### C. FILING OF AMENDMENTS

1. The chairman and secretary should sign each amendment as an official copy.
2. All adopted amendments shall be kept with the official copies of the by-laws.
3. The by-laws shall be updated as needed to include any new amendments.

### **ARTICLE XIII: DISSOLUTION**

#### A. Disbursement of Assets

The league shall use its funds only to accomplish the objectives and purposes specified in these bylaws, and no part of said funds shall be distributed to the members of the organization.

In the event of dissolution, all remaining assets and property of the organization shall after payment of necessary expenses thereof be distributed by the Board of Directors to such organizations as shall qualify under section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent Federal tax laws, or to the Federal government or State or local government for a public purpose, subject to the approval of a Justice of the Supreme Court of the State of Pennsylvania. Any assets not so disposed of shall become the property of the Court of Common Pleas of the county in which the current Treasurer resides. Disbursement of assets shall then be conducted under the direction of the Court, with the understanding that recipients shall have a similar purpose to that of the league.